




Memorandum

DATE: April 22, 2013

FROM: Lorraine Sherman, Acting Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID Mali Mission Director's Chauffeur

TO: US Mission Locally Employed Staff only

OPENING DATE: April 23, 2013

CLOSING DATE: May 07, 2013

GRADE LEVEL: **FSN PSC-04 (FCFA 2, 523,509 to FCFA 3, 911,441)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, h/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Chauffeur for USAID Mali Mission Director.

Basic Function of Position

This position is located in the Executive Office, USAID/Mali, in Bamako, Mali. The primary purpose of this position is to serve as the USAID/Mali Mission Director's Chauffeur. Duties include driving the Mission Director and authorized personnel within and outside the District of Bamako as security situations permit and as required.

Major Duties and Responsibilities

- a) Operates a Passenger and/or non-Passenger motor vehicle in accordance with local laws, USAID regulations, and the Executive Officer's instructions. Transports the USAID/Mali Mission Director and authorized personnel on official business within the City of Bamako, including the international airport, and other areas/districts/regions within Mali as required. Makes regularly scheduled courier trips to pick up and deliver documents, supplies, and other items periodically during the working day as requested and required. (80%)
- b) Ensures vehicle is clean and in serviceable condition and performs preventive maintenance routinely; reports any malfunction of the vehicle to the Executive Officer and relevant ICASS personnel for immediate solution. Verifies and completes Daily Preventive Maintenance Vehicle Checklist. Completes trip tickets and other vehicle records daily. (10%)
- c) Registers Daily Vehicle log book into the System. (10%)



Addendum

- Maintains professional appearance, with good grooming and a clean, non-smelly uniform on a daily basis.
- Reports any damage to the vehicle as a result of an accident or other cause immediately.
- Follows driving regulations and safety rules to avoid traffic accidents. Uses sound judgment to choose the best routes; given road and traffic conditions. Enforces "NO SMOKING" and sets seat belt regulations and observes safety rules when changing tires or otherwise caring for vehicle(s).
- May escort passengers to and from airport or handle other travel formalities.
- Distributes invitations as needed.
- Performs daily and weekly vehicle maintenance checks.
- Drives VIP visitors and other passengers in city or outside Bamako upon Mission Director's or Executive Officer's instructions.
- Drives outside of Bamako on field trips for short and/or extended periods of time.
- Ensures passenger's safety and comfort. Is responsible for securing funds and making payments for vehicle (fuel, oil, etc.) as well as lodging. Performs basic translating services and also basic mechanical repairs.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff;
2. Completion of Secondary School is required. Completion of two years apprenticeship in motor vehicle mechanics is preferable.
3. At least five years chauffeur experience within Mali is required.
4. Must be familiar with local and area traffic patterns. Must be able to perform first line maintenance/repairs. Level II English and Level III French language proficiency is required. Must have a valid drivers' license for vehicles.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement.



Qualifications Required:

a. **Education (10%)**

Completion of Secondary School is required. Completion of two years apprenticeship in motor vehicle mechanics is preferable.

b. **Prior Work Experience (30%)**

5 years chauffeur experience within Mali is required.

c. **Language Proficiency (10%)**

Level II English and Level III French language proficiency is required. At least one local language is preferred.

d. **Job Knowledge (30%)**

H/she must be familiar with local and area traffic patterns. H/she must be able to perform first line maintenance/repairs. After the initial period, the incumbent must be able to find his/her way to and from meeting locations, offices, etc. without the assistance of passengers.

e. **Skills and Abilities (20%)**

H/she must have a valid drivers' license for vehicles. Must exercise safe driving and must have experience driving in Mali; driving experience in neighboring countries is preferred.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

a. **Supervision Received:**

H/she receives instructions directly from the Mission Director or his/her designee.

b. **Supervision Exercised:**

None

c. **Available Guidelines:**

H/she receives daily briefings on schedule/requirements for the day. Vehicle operators' instructions booklets.

d. **Exercise of Judgment:**

H/she determines best routes to take in order to ensure the most effective use of time.

e. **Authority to Make Commitments:**

None.

f. **Nature, Level and Purpose of Contacts:** Contact with personnel at all levels within the U.S. Mission to Mali and occasionally with VIPs and other official visitors. Drives passengers outside of Bamako to project sites in Mali and undertakes various errands throughout the city (i.e. deliver invitations, letters, etc., to diplomatic missions, government ministries, NGOs and Donor Representations).

g. **Time Requirement to Perform Full Range of Duties:** Three months.



SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Mission Director's Chauffeur position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

CLOSING DATE FOR THIS POSITION: May 07, 2013

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.